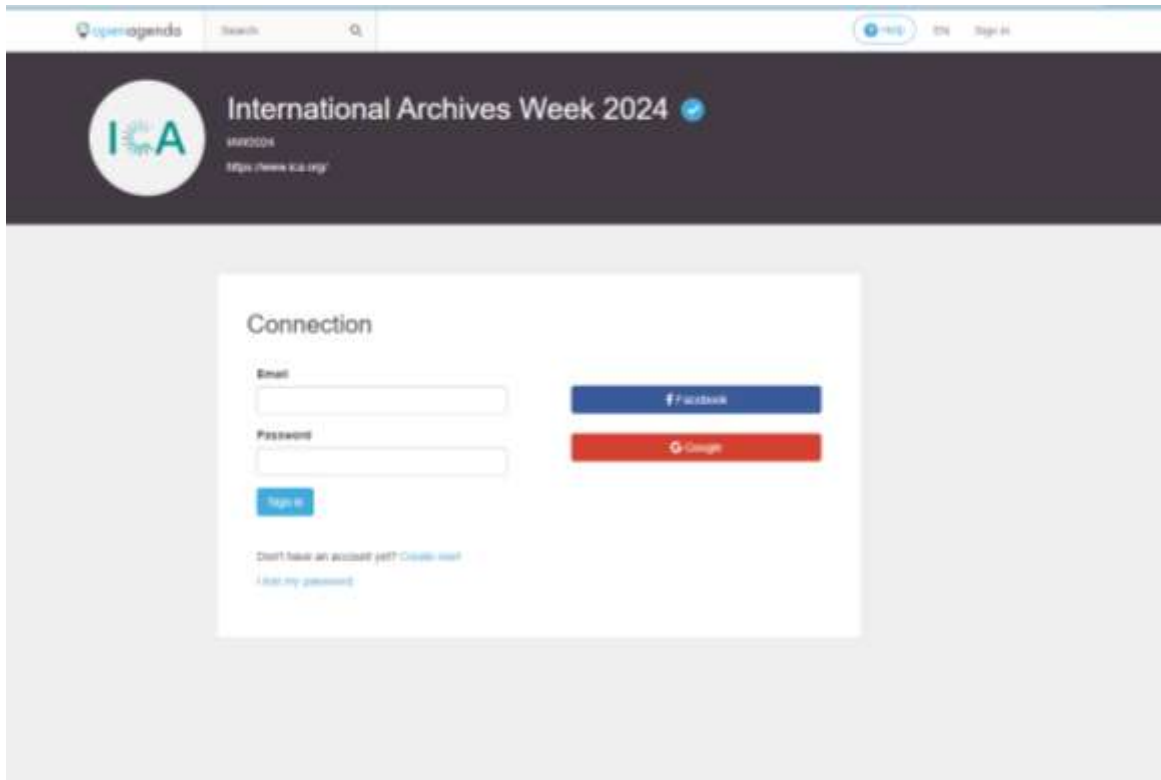# Step-by-Step Guide to Creating Your Event

Thank you for your interest in adding your events to our **#IAW2024 Global Agenda**. Your participation helps us create an international celebration that showcases our global presence and reinforces the essential role archives play in empowering societies to make informed decisions, fostering transparency, and preserving cultural heritage.

Below, you will find the three main steps you need to take to post your event:

Step 1 / Create your account in Open Agenda and enter your details

Log in at Open Agenda by clicking the following link:

https://openagenda.com/international-archives-week-2024/signin?redirect=L2ludGVybmF0aW9uYWwtYXJjaGl2ZXMtd2Vlay0yMDI0L2NvbnRyaWJ1dGUvZXZlbnQ%3D

In this page, please enter your details, which will be visible to our moderators (organization, phone number, name, position, email).

Step 2 / Create your event

Image: Select the banner image for your event.

Language: Select your preferred language for presenting your event.

#IAW2024

Input languages

English ∨   Cancel

ICA Members: Click on the checkbox if you are an ICA member.

☐ Are you member of ICA?

Description: Enter the following information:

- Title of your event (be careful not to exceed the 150-character limit).
- A short description for your event (be careful not to exceed the 200-character limit).
- A description of the length of your event (be careful not to exceed the 10,000-character limit).

Title (Required field)

Title of your event

150

Short description (Required field)

A short description of your event

200

Long description

Title | Sous-title | **B** | *I* | ☰ | ⌘ | ✖

Type in a detailed description of your event.

10000

3

Attendance conditions: Enter the conditions of your event, whether it's free entry or by registration, etc. (be careful not to exceed the 255-character limit) and indicate any links or contact details that may be useful for the event, and whether it includes accessibility features.

Attendance conditions, pricing

> Free access, registration required, other...

255

Registration

Links, emails or phone numbers

Separate each item with tabs or commas

Accessibility conditions

☐ This event has amenities to facilitate accessibility

Location: Indicate whether the event will take place in-person, online, or both. If the event will take place in-person, please indicate the address.

Attendance mode (Required field)

◉ In situ
○ Online
○ Mixed

Location (Required field)

> Type the name of the location of the event   🔍

If no location matches the name, add a new location by clicking on 'Create a new location'

Access link (Required field)

You can add a new location by clicking on "create a new location".

Location (Required field)

Type the name of the location of the event   Q

National Archives of UK
Bessant Dr, Richmond TW9 4DU, United Kingdom

Gerona
Plaça de Sant Josep, 1, 17004 Girona, Spain

hague
Eisenhowerlaan 73

Paris
60 Rue des Francs Bourgeois, 75003 Paris

Create a new location

‹ ›   May   ⌄   2024   ⌄

You will then be asked to add an address to create the location of your event or your institution.

Create a location

Define the name, address and exact location of the place

Name of the location

Example: Moulin Rouge

Country (Required field)

France (Metropolitan)   ⌄

Address

Number Street, City (example : 82 Boulevard de Clichy...   Q

Region: ✎ Department: ✎ Intercommunality: ✎ City: ✎
adminLevel5: ✎ District: ✎ Postal code: ✎
INSEE code: ✎

If the event is held online, please fill in the link to follow the event.

Access link (Required field)

A valid link must be input

If the event is a combination of in-person and online, please provide both the address and access link.

Date and time: Indicate the date and time of your event.

Timings (Required field) Help
Specify timings for your event

Click and drag on the grid to set a timing

< >   May   ∨   2024   ∨

	Monday 27	Tuesday 28	Wednes... 29	Thursday 30	Friday 31	Saturday 1	Sunday 2
08:00							
09:00							
10:00							
11:00							
12:00							
13:00							
14:00							
15:00							
16:00							

After filling out these fields, you can create your event or save a draft.

Save as draft

Create the event

Step 3 / Publication of your event

If you create your event, this means that your event has been submitted and is being moderated. You will be notified by email when it will be published.
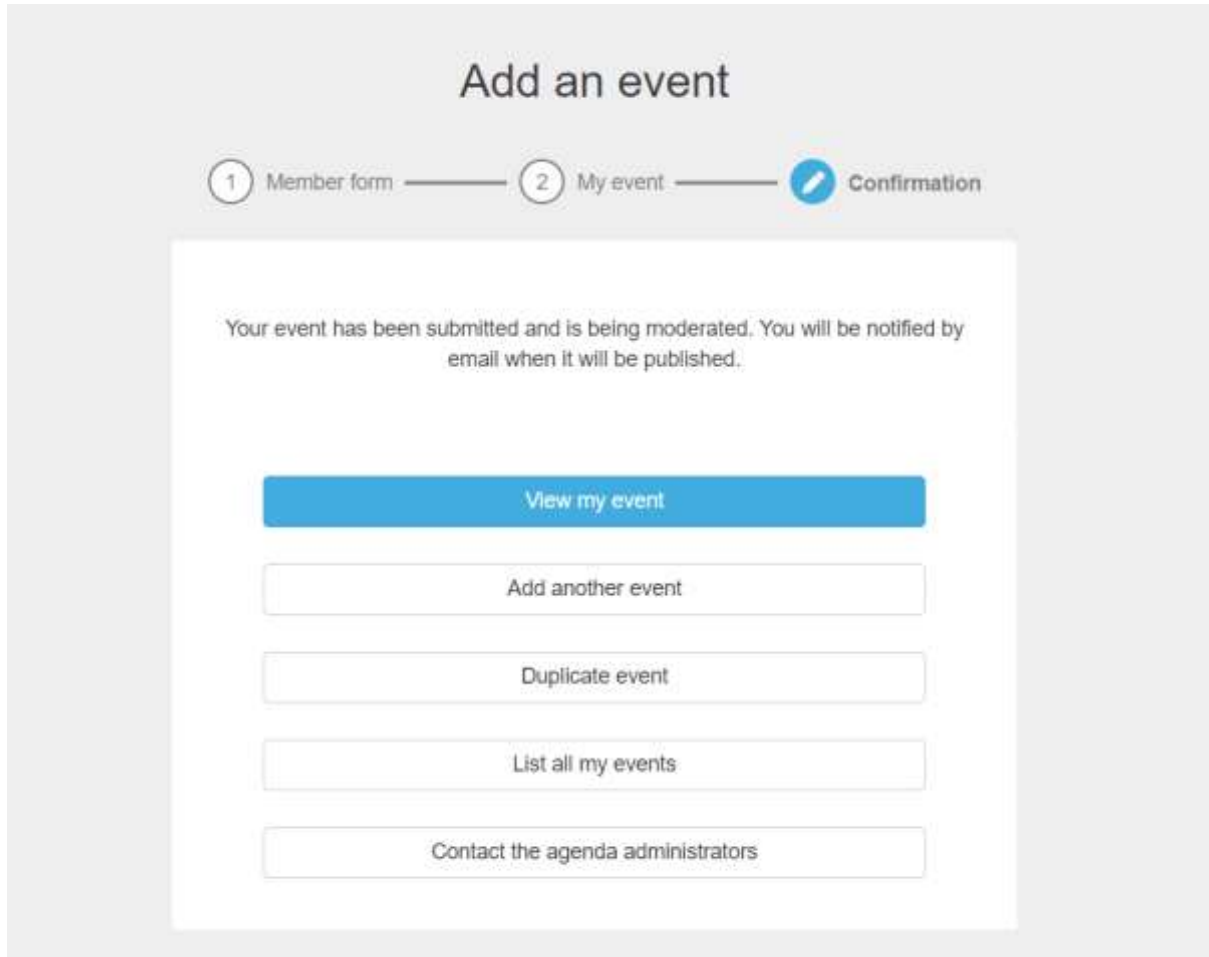
If you need to contact the agenda administrators, do not hesitate to contact us at webmaster@ica.org